

Year \_\_\_\_\_

## Task Sheet for Monthly Tax Payers

Due Date	Task	Date Completed	Notes
<b>January 15<sup>th</sup></b>	December Railroad Retirement Tax and Federal Income Tax payments due.		
<b>January 31<sup>st</sup></b>	1. Final day to mail W-2's to employees.  2. 4 <sup>th</sup> quarter DC-1 due. Mail to Railroad Retirement Board, Bureau of Fiscal Operations, 844 N. Rush, Chicago, IL 60611- 2092  3. 4 <sup>th</sup> quarter 941 due. Mail to IRS.		
<b>February 15<sup>th</sup></b>	January Railroad Retirement Tax and Federal Income Tax payments due.		
<b>February 28<sup>th</sup></b>	1. CT-1 due, mail to IRS Service Center, Kansas City, MO 64999.  2. W-2's and W-3 due mail to Social Security Administration, Data Operations Center, 1150 E. Mountain Drive, Wilkes-Barre, PA 18769-0001.  3. BA-3a Annual Report of Creditable Compensation due, mail to Railroad Retirement Board , Compensation & Employer Services, 844 N. Rush , Chicago, IL 60611-2092  4. BA-11 Report of Gross Earnings due, mail to Railroad Retirement Board , Bureau of the Actuary, 844 N. Rush , Chicago, IL 60611-2092		
<b>March 15<sup>th</sup></b>	February Railroad Retirement Tax and Federal Income Tax payments due.		
<b>April 1<sup>st</sup></b>	Form BA-6a Address Report due, mail to Railroad Retirement Board , Compensation and Employer Services, 844 N. Rush , Chicago, IL 60611-2092		
<b>April 15<sup>th</sup></b>	March Railroad Retirement Tax and Federal Income Tax payments due.		
<b>April 30<sup>th</sup></b>	1. 1 <sup>st</sup> quarter DC-1 due. Mail to Bureau of Fiscal Operations.  2. 1 <sup>st</sup> quarter 941 due. Mail to IRS.		

<b>Due Date</b>	<b>Task</b>	<b>Date Completed</b>	<b>Notes</b>
<b>May 15<sup>th</sup></b>	April Railroad Retirement Tax and Federal Income Tax payments due.		
<b>June 15<sup>th</sup></b>	May Railroad Retirement Tax and Federal Income Tax payments due.		
<b>July 15<sup>th</sup></b>	June Railroad Retirement Tax and Federal Income Tax payments due.		
<b>July 31<sup>st</sup></b>	1. 2 <sup>nd</sup> quarter DC-1 due. Mail to Bureau of Fiscal Operations.  2. 2 <sup>nd</sup> quarter 941 due. Mail to IRS.		
<b>August 15<sup>th</sup></b>	July Railroad Retirement Tax and Federal Income Tax payments due.		
<b>September 15<sup>th</sup></b>	August Railroad Retirement Tax and Federal Income Tax payments due.		
<b>October 15<sup>th</sup></b>	September Railroad Retirement Tax and Federal Income Tax payments due.		
<b>October 31<sup>st</sup></b>	1. 3 <sup>rd</sup> quarter DC-1 due. Mail to Bureau of Fiscal Operations.  2. 3 <sup>rd</sup> quarter 941 due. Mail to IRS.		
<b>November 15<sup>th</sup></b>	October Railroad Retirement Tax and Federal Income Tax payments due.		
<b>December 15<sup>th</sup></b>	November Railroad Retirement Tax and Federal Income Tax payments due.		
<b>December 31<sup>st</sup></b>	Obtain W-2's, W-3 and CT-1 if you have not received the forms.		

- **Please note if the due date is on the weekend or holiday, mail paperwork before the due date.**
- **Form BA-4 Report of Creditable Compensation Adjustments to prior years may be mailed at any time within the 4 year statue of limitations.**